

CITY MANAGER'S REPORT TO CITY COUNCIL JULY 2016



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Transportation Capital Projects

- ***Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) (UPC 3945, 90374, 52434) –Urban and CMAQ Programs*** – Contractor has certified project complete. This item will be removed from future reports.
- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – Construction bids have been received and submitted to VDOT for review. The bids were far above the engineer's estimate.
- ***Safe Routes to Schools (North Elementary School Phase I) UPC 105233*** – Preliminary engineering work and surveying work on-going.
- ***Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188*** – Preliminary engineering and environmental work has begun.
- ***Holly Avenue Reconstruction (Revenue Sharing) UPC 105690*** – Construction has been suspended until geotechnical studies have been completed for the remaining streets
- ***Dupuy Avenue Modernization, UPC 101287*** – Right of Way acquisition in process. To date, twenty-one (21) property owners have accepted offers. Certificates of take were submitted to the circuit court for 14 properties who haven't signed agreements. City has obtained right of entry to begin utility relocation. Utility relocation has commenced.
- ***Lakeview Avenue Modernization, UPC 101288*** – Notification letters have been sent to all affected property owners. To date, sixteen (16) property owners have accepted offers. Deeds are currently being revised.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – Preliminary Engineering will be completed by on-call contract consultant.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – Staff has reviewed and approved proposal from JMT. Design work should commence in August.
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** – Phase IV 90% construction plans have been submitted to VDOT for review. Awaiting new project agreement from VDOT.

Utilities Capital Projects

- ***Lakeview Avenue Water and Sewer Replacement*** – Design in process.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design in process.
- ***Bruce Avenue Storm Drainage Phase III and Phase IV*** – Phase III bid awarded to Southern Construction for \$1,375,386. Construction has commenced. Current contract completion date is August 2016.

Plan Reviews

- ***Southlake IV*** – Plans submitted 6/15.
- ***Kroger*** – Received E&S bond, still awaiting Allen Myers/Kroger agreement for performance bond

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Right-of-Way Permits

- Issued five (5) permits and closed three (3) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 63 locations.
- Performed preventative maintenance - 4 locations.
- Pavement Markings – Working on plan for FY 2016-2017 roadways

Vegetation

- Removed litter from (05) locations and responded to (03) dead animal requests.
- Cut and trimmed grass at (86) locations and sprayed for high grass/weeds at (24) locations.
- Trimmed tree limbs at (05) locations, bushes at (02) locations and responded to (03) tree/bushes miscellaneous calls.
- Assisted Purchasing Specialist with City Auction.
- Removed tree limbs from City Property at (02) locations and storm damage from (09) locations.
- City Contractor removed dead/dying tree from (02) locations.

Recycling Center

- 487 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.

Storm Water and Drainage

- Cleaned (22) catch basins/curb inlets, drainage ditch at (05) locations, curb and gutters at (02) locations and responded to (05) drainage miscellaneous requests.
- Sprayed around inlets, catch basins, outfalls and BMPs for high weeds (24) locations.
- Repaired storm drain pipe at (01) location.
- Sweeper sent out for repairs, no street swept this month.
- Concrete Crew repaired/replaced (133) feet of Curb and Gutter at (02) locations, (27) feet of radius curb at (01) location, (18.5) feet of Sidewalk at (03) locations and repaired (06) tripped hazards at (02) locations. Also, replaced (08) feet of gutter pan at (01) location and (44.5) feet of Curb and Gutter at (02) locations due to Storm Drain repairs.
- Assisted Traffic Engineering removing a sign and post at the Middle School.

Transportation

- Placed Asphalt in (17) potholes, (02) asphalt breaking up, (04) utility cuts, (04) low areas, (01) sinkhole, (01) drainage swell, (03) driveways, (05) storm water cuts and responded to (02) miscellaneous asphalt requests.
- Placed gravel in sinkholes at (06) locations and on shoulder of street at (01) location.
- Graded gravel area in parking lot at Appamatuck Park off Archer Avenue.
- Assisted Police Department removing glass from Boulevard after hours.
- Assisted Fire Department removing litter from street after a trash truck container caught on fire.
- Removed (09) dump truck loads of construction debris from Public Complex to Area 6 at Old Landfill.
- Responded to (04) street miscellaneous calls.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.

Wastewater Utility

- Responded to (08) sewer backups and responded to (02) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (01) location.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Installed sewer cleanout at (03) locations and replaced cleanout top at (01) location.
- Flushed sewer main line at (05) locations.
- Responded to sewer roaches at (01) location and sewer rats at (01) location.
- Removed debris from pumps (03) times, rebuilt water seal pump, changed bulbs and repaired wheel on gate at the Main Pump Station.
- Used flusher truck to clean grease out of wet well, sprayed for bugs and filled radiator on generators with anti-freeze at Conjurers Neck Pump Station.
- Installed security plate on wet well and entrance doors at C&B Pump Station.
- Troubleshoot and replaced lead and cut off floats at Dunlop Farms Pump Station.
- Sprayed for bugs, installed security plate on entrance door and used flusher truck to clean debris and grease from met well at Sherwood Hills Pump Station.
- Sprayed for bugs, used flusher truck to clean grease from wet well, filled radiator on generators with antifreeze and cleaned up tree debris blocking entrance to Hrouda Pump Station.
- Cut/trimmed grass around pump stations and water towers.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (11) meters, a meter box at (01) location, meter top at (01) location, meter setter at (01) location, pigtail at (01) location and responded to (10) water miscellaneous requests.
- Repaired a main water line at (01) location and repaired a meter leaking at (07) locations.
- Reset meter at (01) location after payment was made.
- Responded to discolor water complaint, ran two hydrants and resident faucets for over an hour before water clear up at (01) location.
- Placed stone in sinkholes at (02) locations.
- Backflow/Cross Connection Technician conducted (122) surveys, (84) completed and (38) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Performed bacterial sample and disinfected by products and sent these to Richmond lab for testing
- Continue testing for choline at the dead end of Wildwood (02) times a week.
- Miss Utility locating required (209) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

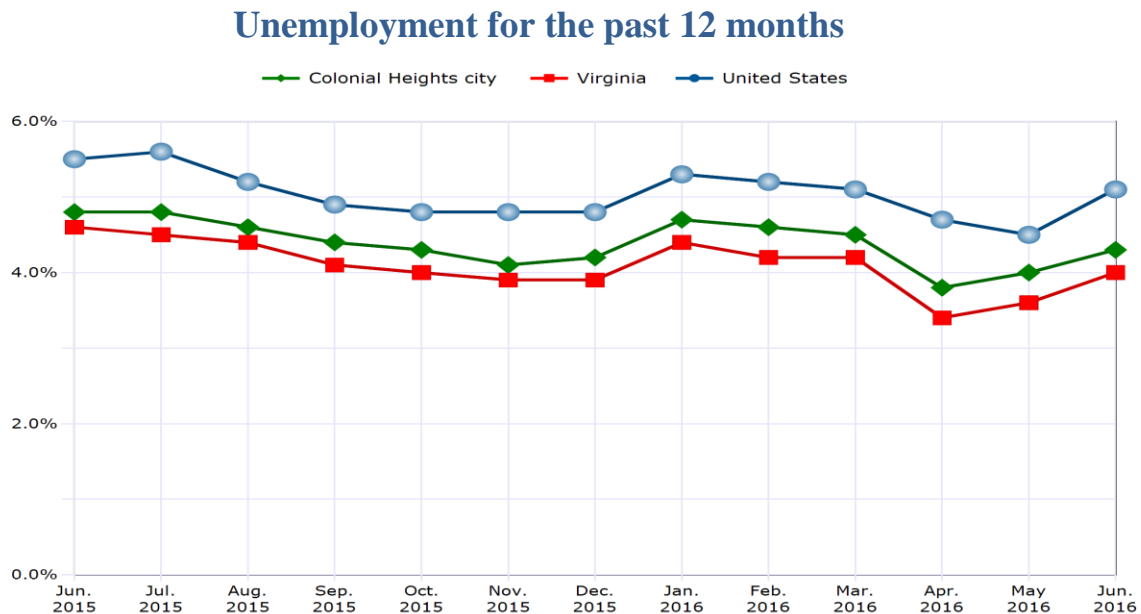
- ☆ In July, the department wished a part-time code enforcement inspector well as he joined another locality team for a full-time position. The team took on additional duties to cover the loss of a great employee in order to stay proactive. As you will see below, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.
- ☆ Just as we close one CDBG year, July begins a new program year! The assistant director met with ProjectHomes to review applications for the program. The planning division finalized a preliminary assessment of potential land uses and lot sizes along Dupuy Avenue and looked at potential rezoning options for Battery Place (section behind the Courthouse) and Chesterfield Avenue (portion between Courthouse and Marvin Avenue) with a meeting of the Southern Gateway Land Use Committee occurring the first part of August. The community/economic development specialist has been maintaining daily duties while updating the department's website, working on address points for GIS, and working with the Economic Development Director on tourism materials and presentation of the draft economic development strategic plan for the EDA to review. We also worked with GovQA on prices for adding an additional module to have all applications and permits through our existing database system. The division also continues to review sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, attend various meetings internally and externally, and other various daily activities.
- ☆ The code enforcement division saw an overall increase in total inspections during the month and year to date for July. Our senior building inspector took on some additional duties to help inspect for code enforcement violations in areas previously handled by one of our part-time code enforcement inspectors that resigned. This division continues to be proactive and enforcing city property maintenance and zoning violations. The inspectors continue to be observant of building permit violations and work with the building inspections division to share information.
- ☆ The building inspections division saw a slight decrease in overall inspections and permits issued during the month. The division continued to receive new plans to review for commercial remodels and alterations to existing housing.
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	107	418	New Residential	0	1
No Violation Found	4	9	Cost	\$0	\$ 150,000
Compliant	46	308	Res. Additions/Alterations	5	60
In Progress	57	61	Cost	\$56,750	\$ 596,124
City Enforced - Grass Cut	38	107	Demolitions	0	4
Total Inspections	172	720	Cost	\$0	\$ 39,000
Inoperable Motor Vehicles			Commercial	4	39
Initial Inspections	22	197	Cost	\$981,048	\$ 3,381,223
No Violations Found	3	5			
Compliant	10	163	Plumbing	4	76
In Progress	9	13	Electrical	14	107
Vehicles Towed	1	12	Mechanical	7	73
Total Inspections	40	377	Swimming Pool	1	6
Trailer Violations			TOTAL PERMITS	35	366
Initial Inspections	7	64			
No Violations Found	0	7	Building Inspections		
Compliant	4	65	Residential	44	559
In Progress	3	3	Commercial	23	401
Total Inspections	14	121	TOTAL INSPECTIONS	67	960
Trash/Debris Violations					
Initial Inspections	11	75	Permits issued by Zoning		
No Violations Found	2	10	Fence	6	46
Compliant	3	60	Signs	3	36
In Progress	6	6	Zoning	5	42
Total Inspections	20	140	Private Farmers Market	0	2
Exterior Storage Violations			TOTAL PERMITS	14	126
Initial Inspections	3	42			
No Violations Found	0	1	Other Activities		
Compliant	0	32	Water Shut Off/Marked	0	0
In Progress	3	3	Uninhabitable		
Total Inspections	6	83	Court Cases	0	0
Graffiti					
Initial Inspections	0	4			
No Violations Found	0	0			
Compliant	0	3			
In Progress	0	0			
Total Inspections	0	8			
VA Property Maintenance Code					
Initial Inspections	7	51			
No Violations Found	0	3			
Compliant	0	18			
In Progress	7	17			
Total Inspections	14	99			
Zoning					
Initial Inspections	0	8			
No Violations Found	0	0			
Compliant	0	3			
In Progress	0	3			
Total Inspections	0	16			
Signs					
Initial Inspections	0	19			
No Violations Found	0	0			
Compliant	0	18			
In Progress	0	0			
Total Inspections	0	36			
TOTAL INSPECTIONS	266	1608			

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT 2015/2016 Colonial Heights City



Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in June 2016 per Virginia Employment Commission.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,913	8,531	382	4.3	No

*Chesterfield	3.8% unemployment
*City of Hopewell	6.3% unemployment
*City of Petersburg	7.6% unemployment
*Dinwiddie	4.7% unemployment
*Prince George	4.7% unemployment

Prospect Activity

Direct Requests for Information:	6
Sites/Bldgs. Submitted	3
Active Projects	4

IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,473 calls for service during the month of July, 2016. During the same month last year, we responded to 3,608 calls for service—a 4% decrease. We had two (2) reported robberies this month, and none reported in July of 2015—a 200% increase. We had no reports of aggravated assaults this July, with two (2) being reported during the month of July, 2015—a 100% decrease. We had two (2) reported burglaries in July, 2016, compared with eight (8) reported during the month of July, 2015—a 75% decrease. There were 79 Part I, or serious, crimes reported to the Colonial Heights Police Department in July, 2016. Fifty-three (53) of those, or 67%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month was extremely busy; however, we met with many highs and lows that come with the job. The events that took place in both Dallas and Baton Rouge reminded us just how challenging our jobs are and that our community really supports its public servants. Those tragedies had many reflecting on their own feelings/beliefs and just what their police department means to them and to their respective communities. I can proudly say that CHPD feels most grateful for the outpouring of thoughts, prayers, cards, cookies and flowers that the public has bestowed upon us. I am confident that every man and woman here would trade it all in to have those officers who lost their lives back with their families.
- ✓ On a high note, many vacations were planned and taken. However, our officers continued to rise to the challenge of making great arrests and keeping our community safe. We kicked off the month with a very nice 4th of July celebration. We also completed a very long promotional process and have been most pleased with the results: Lt. Val Eiler, Sgt. Jason Chimera and Sgt. Renee Walters all rose to the challenge and are ready and able to begin the next assignment in their careers. The 2016 *Click It or Ticket* enforcement campaign that we participated in resulted in our being notified that we were awards winners: the categories of “Most Improved” and “Highest Seatbelt Usage.” Formal presentations will be forthcoming.
- ✓ Our **Operations Bureau**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
 - Several CHPD personnel attended police/community vigils in the Cities of Petersburg, Hopewell and Chesterfield County.
 - Officer Dale Waldrop arrested a subject at Walmart for DUI and hit and run. Subject struck five (5) vehicles in the parking lot as he attempted to leave the store intoxicated.
 - Officer Greg Thinnes arrested an individual during a traffic stop for possession of cocaine as well as simultaneous possession of a firearm.
 - Officer Stacey Whitt obtained a search warrant for 200 Beechwood, #8, in reference to possession of marijuana. One subject was charged with possession of marijuana.
 - Officer Wayne Moody arrested an individual during a traffic stop for possession of a concealed firearm. Subject also charged with having a firearm with the serial number altered or removed.
 - C Squad responded to the 961 Temple Avenue Sunoco in reference to an armed robbery. Suspect displayed a handgun and then fled on foot.
 - C Squad responded to the report of a missing and suicidal subject at Branders Bridge Apartments. Lt. Tom Kifer attempted to locate the suspect with foot patrols, GPS, K-9 and reverse 911, but all were negative. Subject was located several days later, safe and in the City of Richmond.
 - Members of D Squad responded to 713 Old Town Drive in reference to a mental subject. The subject stripped naked and barricaded himself inside of a bathroom, all while holding his 8-month old daughter. Officers attempted to negotiate with the individual, but because of the circumstances, ultimately opted to force entry into the bathroom. The child was rescued and the subject was taken into custody. Great job by each officer on scene!!!
 - Patrol responded to VCB Bank in reference to a robbery. Female suspect fled the area prior to Police Department’s arrival.
 - Lt. Kifer intervened in a robbery that was about to take place at 7-Eleven south. Lt. Kifer noticed a vehicle parked in the CVS lot that had a coat covering the rear license plate. Several subjects were located in the vehicle, along with a stolen firearm. Investigation revealed subjects were putting on masks as the lieutenant arrived and also that they had just attempted another robbery at a 7-Eleven in Petersburg. Awesome job!!

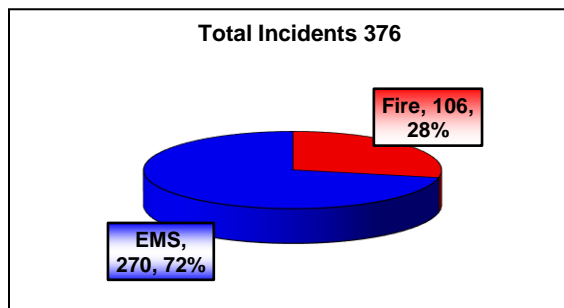
IV. POLICE DEPARTMENT (CONTINUED):

- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a good month. Highlights from their reported activities are as follows:
 - New hire, Recruit Jacob Miller, is at Crater Criminal Justice Training Academy and is past the halfway point and continues to perform well.
 - Captain Newsome instructed supervisory in-service on the “Below 100” initiative at Crater Academy. This program focuses on eliminating preventable line of duty deaths.
 - An audit of the Property Room has begun due to the transfer of assignments between Sgt. Rob Ruxer and newly promoted Sgt. Renee Walters.
 - Planning is underway for *Celebrate Safe Communities* to be held on October 4th, 2016.
 - All elementary school grants have been submitted and approved for the upcoming school year. That said, the following grants will eventually expire: Lakeview in 2017, North in 2018 and Tussing in 2019. These elementary school grants were four-year awards.
- ✓ Our **Investigations Division**, Commanded by Capt. Dann Ferguson, reported a solid month, with 23 new cases. During the month, there were no fatal heroin overdoses; however, we had one overdose that we responded to and are investigating. We processed 27 concealed weapon permits for the month. All investigators, along with crash team members, received training on a new piece of equipment—the laser data collection device that will be utilized for major crash and crime scenes.
- ✓ Some of the division highlights include:
 - Investigations reported a division clearance rate of 56%.
 - Master Officer Travis Karr, who was assigned to the U.S. Marshal’s Fugitive Task Force, reported 22 fugitive arrests and service on 45 outstanding warrants.
 - Master Detective Thad Johnson is working an outstanding armed robbery that occurred at the Sunoco gas station on Temple Avenue. Thad also had the occasion to work on a sexual assault that eventually ended up as occurring in Chesterfield County.
 - Master Detective Roger Santini is involved with several sexual assault investigations involving victims that range from five (5) to 45 years of age. A cigarette trafficking case resulted in being unfounded, as a legitimate business was making the orders.
 - Career Detective/Sgt. Jason Chimera investigated two (2) missing persons who were eventually located. He also investigated a drowning of an 82-year-old resident, as well as the bank robbery that occurred at Virginia Commonwealth Bank on the Boulevard.
 - Senior Officer Kyle Sexton is investigating a case involving indecent liberties with a child, a breaking and entering to a local jewelry store where nothing was taken, and a fraud reported from a local business.
- ✓ Overall, we made 360 total arrests, worked 99 crashes, wrote 335 traffic citations, executed 597 traffic stops, affected 19 DUI arrests and 36 drug arrests, and issued 30 parking citations.
- ✓ **Career Officer W. Wayne Moody and Master Officer Robert C. Clark** were selected as our *Employees of the Month for June, 2016*, for their outstanding efforts in the arrest of four individuals for multiple thefts from automobiles. Supervising Lt. Val Eiler reported that on June 12, 2016, his shift responded to numerous “theft from auto” calls around the south end of Colonial Heights. On June 21st, Officers Moody and Clark received information about several suspects who were involved in these larcenies, upon which they began to build a case. After conducting several interviews and searches, they were able to arrest four individuals for more than 15 crimes. Both officers went over and above their normal duties to complete the investigations with a professional and positive conclusion.
- ✓ **Master Detective Thad Johnson** was also selected as June’s *Employee of the Month* for his investigation of three high-profile cases. While being the on-call detective, he responded to a shooting at the Branders Bridge Apartments, where it was determined that a resident was shot four times by a suspect identified as “Murder.” Detective Johnson was able to identify the suspect and an accomplice and obtained warrants for attempted murder. With the assistance of the U. S. Marshal’s Service, both suspects were arrested in Petersburg.

IV. POLICE DEPARTMENT (CONTINUED):

- ✓ One day later, Detective Johnson was called out for an aggravated malicious wounding that involved two suspects. One suspect was transported to Southside Regional Medical Center and was placed in ICU for approximately one week with a stab wound to the abdomen. The second suspect was arrested in Hopewell with assistance from 1B Task Force officers with a significant laceration to his forehead.
- ✓ One day after these incidents, Detective Johnson responded to a non-family abduction involving a seven-year-old female. The ex-boyfriend, along with two other males, forced their way into the apartment, assaulted the adult ex-girlfriend/mother and forcibly took the seven-year-old child from the residence. With assistance from the Virginia State Police, the Amber Alert System was activated. At the same time, Detective Johnson was “pinging” the cell phone that was taken from the ex-girlfriend/mother. He also contacted a North Carolina Highway Patrolman via cell phone, to whom he provided real time information on the phone’s location. The vehicle containing the child and two suspects were located in North Carolina less than three hours after the initial 911 call! With assistance from the U. S. Marshal’s Service, the third suspect was located a few days later in Roanoke Rapids, North Carolina. Master Detective Johnson worked seven days of 15+ hours each day working these three cases. Each case was cleared by arresting multiple suspects.
- ✓ Without a doubt, the above officers have more than shown their commitment to their profession and their community. Without reservation, they used their training and expertise to physically take several dangerous criminals off of our streets. By contributing to the overall mission of this department, all three officers richly deserve to be selected as our *Employees of the Month* for June.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 117

(Total Fire Loss \$10,000):

Total Patients transported: 205

(Total EMS incidents 275)

Fire units arrived on scene in less than 9 minutes on 89% of emergency incidents.

(Average response time 6:02 minutes)

EMS units arrived on scene in less than 9 minutes on 93.9% of emergency incidents.

(Average response time 5:52 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Power line down	4	Good Intent Calls	35
Passenger Vehicle Fire	1	Overheated motor	1	Public Service	15
Brush or brush/grass Fire	1	Gasoline/flammable liquid	2	False Alarm/False Call	21
Outside Rubbish, Trash Fire	2	Electrical wiring/equipment	1	Child Seat installation	4
Dumpster Fire	1			Smoke detector installation	2
Cooking Fire	1			Assist Invalid	10
				Water or Steam leak	2
				Assist Police	13
M/A First Responder EMS Chesterfield	9	M/A received from Chesterfield Fire	5		
M/A given to Petersburg Fire	3	M/A received from Petersburg Fire	1		
M/A given to Hopewell Fire	1				
M/A given to Chesterfield Fire	1				

V. FIRE & EMS DEPARTMENT (CONTINUED):

STAFFING

		<u>Engine unstaffed due to EMS call</u>	<u>Engine left with 2 personnel due to EMS call</u>
Station 1	Number of Incidents	8	4
	Total hours	10 hrs. 48 min.	5 hrs. 11 min.
Station 2	Number of Incidents	12	14
	Total hours	33 hrs. 45 min.	10 hrs. 11 min.
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M/A given to Petersburg EMS	2	M/A received from Fort Lee EMS	5
		M/A received from Chesterfield EMS	1
		M/A received from Petersburg EMS	1
		M/A received from Prince George EMS	3
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<u>EMS Transports (by facility)</u>			
Southside Regional Medical Center		137	66.83%
John Randolph Medical Center		28	13.66%
Chippenham Hospital		19	9.27%
VCU Health Systems		8	3.90%
St. Francis Medical Center		5	2.44%
Henrico Doctors' Hospital – Forest		2	0.98%
Johnston Willis Hospital		2	0.98%
VAMC Richmond (McGuire)		2	0.98%
Henrico Doctor's Hospital – Parham		1	0.49%
Memorial Regional Medical Center		1	0.49%
Total:		205	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,418

One alarm citation was processed during July.

Purchasing – 476 total purchase orders were completed with 376 being processed by purchasing and 100 departmental purchases being reviewed as compared to 507 being completed for the same period in 2015. In addition, 155 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation #16-062102-1054, Safe Route to School Phase III. Issued on May 27, 2016 with sealed bids received June 21st. This project continues the construction of Sidewalks and other improvements in vicinity of CHMS. Waiting on State Approval to proceed.
- Invitation #16-070102-1055, Architect – Animal Shelter Modifications and Additions. Issued on June 17th, with proposals due July 1st. Architect was chosen and contract is in process.
- Invitation #16-080502-1056 Dry Sprinkler Replacement at Fire Station #2 - Issued on July 27th, with bids due August 5th.
- Invitation #16-081902-1057 Contract for Custodial Services - Issued on July 29th, with bids due August 19th.

Other Purchasing Activity:

- Completed the issuing of blanket purchase orders for all departments.
- Contract finalized with US Digital Design, for an alerting system for each fire station.
- Contract finalized for a case management system for the Commonwealth Attorney.
- City auction held on July 27 with the school system. Thirty surplus City vehicles, along with other items were auctioned off. Net City proceeds from the sale was \$25,946
- Two Budgeted vehicles purchased for the building inspection office and recreation department. Replaced 17 and 20 year old vehicles.

VI. FINANCE DEPARTMENT (CONTINUED):

Risk Activity:

- Senior Citizen Van involved in accident with minor damage to other vehicle.
- 2 accidents on with minor damage to City property (Light pole & guardrail).

Utility Billing:

Bi-monthly Utility Bills Sent – 3,818

Delinquent Notices Sent – 794 or 21.9% with 120 cut off for nonpayment.

\$284.04 Set-off debt Collections received for July.

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of July 2016:

☆ **Advertisements**

Department

Fire & EMS

Office on Youth

Office on Youth

Recreation

Registrar

Position

EMS Firefighter

Site Supervisor (Part-time)

Support Worker (Part-time)

Recreation Specialist II

Deputy Registrar (Promotional Opportunity)

☆ **Applications & Testing**

Position

Code Enforcement Inspector (Part-time)

Deputy Registrar

Police Officer (Certified)

Recreation Specialist II

Site Supervisor (Part-time)

Support Worker

Total Applications

Received

30

3

47

191

15

16

Total Hits on Job

Announcement Page

1,214

33

1,726

1,390

420

423

☆ **Training**

- Employees continue to complete required ICS and VML University training courses.

☆ **Miscellaneous**

- The following employee orientation and exit interview sessions were held in July 2016.

Orientation

Brian Cox – Heavy Truck/Bus Technician

Hildrew McNair, II – Engineering Technician

Phyllis Neal – Financial Technician II

William Bailey, IV – Recreation Specialist II

Exit Interview

Jennifer Humphrey - Telecommunicator

- Attended a NEOGOV regional group meeting to obtain information about upcoming enhancement releases and best practices for the on-line application system.

☆ **Worker's Compensation**

- The following workers' compensation report was filed during the month of July 2016:

Date	Department	Description of Injury
07/09/16	Police	Laceration to left during suspect arrest.
07/11/16	Police	Dog bite to right thumb while rescuing a dog from a hot car.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's website, www.colonialheightsva.gov, had 86,717 page views in the month of July.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Real Estate Records Search3. City Employees Login4. Yard Sales5. Recreation & Parks6. Animal Shelter7. Departments8. Library Children's Programs9. Police10. Records & Property Tax Maps11. Surplus Auction12. Online Bill Pay13. Sports & Athletics14. Treasurer15. Jobs	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> China Germany India France Philippines <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Maryland Pennsylvania District of Columbia North Carolina California
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- ☆ Citizens submitted and city staff processed 355 service requests and questions through the "Let Us Know" module during the month of July. The City of Colonial Heights' Facebook Page now has 4,249 fans and the City's Twitter account has 804 followers.
- ☆ Proactive Information Management completed 68 hours of IT service and maintenance for City departments this month.
- ☆ All content from the current City website has been transferred to the new platform, and the website design is in its final stages of revision. Training for staff on the new content management platform will take place in August.
- ☆ The City's security and performance monitoring software was upgraded to Webroot in July on all PCs, laptops, and servers.

IX. LIBRARY:

- ☆ The library staff circulated 20,323 titles in July.
- ☆ One hundred and ninety-eight e-books were downloaded, while 2,746 e-books circulated on Kindles.
- ☆ The public computer center had 1,885 users, while the iPad center was used 285 times. Our newest device, the Nabi, an educational tablet for children, circulated 23 times.
- ☆ Eight hundred ninety-eight children participated in the Story Time program.
- ☆ Our recently created Children's Outreach Storytime (*Colonial Heights Rolling Reads*) gave an interactive program to 41 children.
- ☆ The library's meeting rooms were used by 91 groups.
- ☆ There were 208 registrations for new library cards, and an average of 847 residents used the library each day

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In July the Recreation Division continued to hold their Summer Camp programs to include the Playground Program, Summer Tots and various athletics camps. Seven youth baseball and softball All-star teams competed in local tournaments in the area, including our 14 year old team who hosted the Babe Ruth Southeast Regionals at Shepherd Stadium. Adult Softball Leagues completed their regular seasons in July and will complete their tournaments the first week in August. Youth Football and Cheerleading registration was completed in July and practices will start the second week in August. Staff worked on the Fall City Focus edition and it will be finalized and released around the middle of August.

Athletics	<u>2016</u>	<u>2015</u>
Adult Softball	31 teams	31 teams
Youth Football Registration (as of 7/31/16)	102	33
Youth Cheerleading Registration (as of 7/31/16)	63	44
Boys Basketball Camp	26	35
Volleyball Camp	29	30
Cheerleading Camp	24	32
Tennis Lessons	31	28
Activities/Programs	<u>2016</u>	<u>2015</u>
Summer Playground	446	574
Summer Tots	13	11
Belly Dancing	7	9
Karate	13	12
Facility Usage	<u>2016</u>	<u>2015</u>
Community Room Attendance	1,112	1,040
Community Room Reservations	25	26
Pavilion Attendance	1,865	1,889
Pavilion Reservations	22	27
Field Attendance	6,935	7,054
Field Rentals	61	98
Teen Center Attendance-CHHS Students	5	72
Teen Center Attendance-CHMS Students	50	232

Parks, Horticulture, Buildings & Grounds

- Prepped ball fields as needed for league and tournament play.
- Laid out and painted field hockey field at High School for fall sports.
- Moved field hockey goals from Soccer Complex to High School and set on field hockey field.
- Set up temporary fencing in parking lot of Civic Field for Dixie Youth Tournament.
- Prepared field and provided manpower to work Dixie Youth Baseball Tournament.
- Repaired broken floor tiles in Community Center.
- Removed temporary fencing off High School baseball and softball fields.
- Installed new outfield and first base nets on A Field.
- Installed windscreen on first and third base fence line in Shepherd Stadium.
- Prepared field and provided manpower to work Babe Ruth Southeast Regional Baseball Tournament.
- Edged Butterfly Garden at Violet Bank Museum
- Removed shrubs blocking message board sign at Courthouse and transplanted to other areas.
- Cut back Vitex in raised beds at Ft Clifton.
- Trimmed back crepe myrtles at Public Safety building.
- Trimmed under hedges at War Memorial.
- Trimmed low hanging limbs on trees in median along Temple Ave. so lawn mowers can cut under them.
- Mulched flower beds as needed.
- Trimmed shrubs at all sites as needed.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Daily Activities	2015	2016
Bingo in Center	68	32
Bowling	260	192
Bridge Party	80	48
Bridge Tournament	112	104
Bunco	N/A	45
Golfers Fort Lee	512	478
Golfers Prince George	240	191
Ice Cream Social	55	N/A
Senior Advisory Board Meeting	N/A	9
Senior Club Meeting	124	78
Senior Citizen Dance	114	82
Sing A-Long	58	30
Awareness/Education		
Blood Pressure Check	N/A	28
Health & Stress Management	N/A	15
TRIAD	45	41
Classes		
Bridge 101	N/A	12
Crochet & Knitting	84	35
Colorful Creation Open Paint	28	26
Computers	18	10
Line Dancing Class	N/A	58
Painters Group	42	N/A
Quilting Class Block of the Month	18	N/A
Quilts for Vets	18	8
Sewing Class	14	21
Snappy Card Wallet Class	18	N/A
Splash of Color	18	N/A
Tap Class Intermediate	72	33
Tap Class Advance	102	33
Watercolor Monday	14	N/A
Watercolor Faye Henderson Class	65	38
Fitness		
Muscles in Motion	233	200
Sit & Let's Get Fit	237	200
Strength & Stretch	160	274
Tai Chi	42	19
Tennis	17	N/A
Water Aerobics	31	65
Yoga	126	101
Zumba Gold	N/A	10

Trips		
Continentials Concert	8	N/A
Crochet Trip	N/A	6
Hopewell Mini-trip	18	N/A
Hollywood Cemetery	22	N/A
Lunch Bunch	N/A	20
Spirit of Norfolk	N/A	13
White Water Rafting		24
TOTAL	3073	2579

Meals		
Home Delivery Meals	0	12
Site Meals	122	81
Transportation		
Total Passengers	286	57
Total Trips	549	397
Total Miles	3070	2373
Wheelchairs	12	9
Volunteer Hours	15	0
Donations	\$338.00	\$264.00
New Riders	6	9

Violet Bank Museum

	<u>2014</u>	<u>2015</u>
Attendance	135	119

- Temporary exhibit development
- Regular duties

XI. OFFICE ON YOUTH & HUMAN SERVICES:

- **Youth Advisory Council Activities**
 - No YAC Meeting in July
 - 8 YAC Members Provided Lunch for a Tri-Cities Work Camp Crew
 - 2 YAC members, YSC Representative and Advisor Cleaned Up James Avenue
- **Youth Service Commission**
 - Did not meet in the month of July.
- **Kids' After School Program**
 - Program Coordinator worked on program planning and hiring staff for 2016-2017 school year
- **Substance Abuse Prevention Activities**
 - 6 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police, Poison Control Center information at driver's licensing ceremony
- **Ongoing Monthly Meeting/Trainings**
 - Kiwanis Meetings/Board Meeting
 - Colonial Heights Food Pantry Board Meeting
 - CARES Executive Board and Board of Directors Meetings
 - Community Policy and Management Team Meeting
 - Family Assessment and Planning Team Meeting
- **Diversion Program Participation**
 - **Community Service**
 - 7 youth completed 78 hours of Service Learning
 - **Shoplifting Diversion**
 - 16 youth and a parent attended the Shoplifting Diversion Program
 - **Active Parenting of Teens**
 - 3 Parents Registered for Active Parenting
 - **Miscellaneous Youth Services (Non DJJ)**
 - 3 Youth Completed 21 hours of Community Service
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Presented safeTALK Training to professional group at Chesterfield Food Bank
- ✓ Provided Orientation for Youth Conservation Corps Day Program
- ✓ Eight crew members and one crew leader began Youth Conservation Corps Day Program at Pocahontas State Park with the Chesterfield Adolescent Reporting Program and the Virginia Department of Conservation and Recreation

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2016	84	\$28,848.59	5	\$10,362.98
2015	88	\$28,771.31	6	\$ 1,891.04